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| <b>MARICOPA COUNTY</b><br><br>HUMAN SERVICES DEPARTMENT<br>Workforce Development Division | <b>SECTION/REFERENCE</b><br>20CFR Part 652 663.500         | <b>PAGE 1 OF 3</b>  |
|  | <b>ORIGINAL ISSUE DATE</b><br>April 2002                   | <b>REVISION DATE</b><br>December 2013                           |
|  | <b>AUTHORIZED BY:</b> Patricia Wallace, Assistant Director |   |
| <b>SUBJECT:</b><br>Eligible Training Provider List   |  | <b>ADDENDA:</b><br>WIA-1031A FORFF (10-13) Credential Checklist |

**Purpose:**

To provide Guidance on the State Eligible Training Provider List (ETPL) to providers and staff.

**Responsibility of:**

Maricopa Workforce Connection (MWC) ETPL Coordinator.

**Process Description:**

Maricopa Workforce Connections utilizes the [azjobconnection.gov](http://azjobconnection.gov) website (referred to as Arizona Job Connections (AJC)) as the official list for WIA Title 1B participant training providers and programs.

As required by the Workforce Investment Act (WIA) of 1998 the AJC web site was developed by the Arizona Department of Economic Security, Division of Employment & Rehabilitation Services, Employment Administration, WIA Section. The purpose of WIA is to increase employment, retention, and earnings of participants. The overall goals of WIA are to improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the nation. AJC provides a centralized location on the web for authorized and funded WIA activities delivered at the local level to those in need of services. Services are provided through a one-stop delivery system, which incorporates partnerships between various public and private sector employment and training agencies.

Training providers are initially evaluated by the Department of Economic Security State ETPL Coordinator. Once the training provider is approved by the State ETPL Coordinator individual training programs are then evaluated by the local area ETPL Coordinator which is determined by the physical location of the provider. MWC evaluates all training programs within Maricopa County but outside of the City of Phoenix based on pre-established and agreed upon ZIP Code designation. Upon local area approval the State ETPL Coordinator must submit final approval before a program is considered WIA Approved.

**ETPL:**

The ETPL has been developed so that identified eligible individuals may be involved in WIA-funded training activities. Use of the ETPL has provided an opportunity for acquisition of necessary tools to allow eligible individuals, as well as the general public, to make informed choices about training preferences that will drive their future career decisions.

**Eligible Providers:**

Eligible training providers include, but are not exclusive to, Postsecondary Educational Institutions, Vocational Education Institutions, Community-based Organizations, and a professional, industry, or employer organization that provide occupational training and registered Apprenticeship Programs.

**The eligibility requirement will be based on meeting specific criteria. Decisions will be based on knowledge and understanding of local needs such as:**

- ☐ Accreditation and / or certification by appropriate licensing boards
- ☐ Training program content including length of training, establish benchmarks, certificates of completion
- ☐ Established training provider's refund policy
- ☐ Comparability to other statewide available training
- ☐ Training program costs
- ☐ Job placement statistics
- ☐ Labor market information
- ☐ Job placement assistance
- ☐ Performance information
- ☐ Qualified instructors
- ☐ Links to business and industry
- ☐ Whether training has a physical presence in the local area
- ☐ Alignment with MWC Sector Strategy

**Approval of Training programs must meet the following definition of a credentialed program:**

- ☐ Educational Diplomas, Certificates, and Degrees
- ☐ Apprenticeships Certifications or Certificates
- ☐ Personal Certifications
- ☐ Occupational Licenses
- ☐ Other Skill Certificates

In addition training programs must meet one or more of the following credential attributes:

- ☐ Industry Recognized
- ☐ Stackable
- ☐ Portable
- ☐ Accredited

Definitions of each of these credentials and their attributes can be found on WIA-1031A FORFF (10-13) Training Credential Checklist.

**Use of additional training programs through reciprocal agreements:**

The State of Arizona currently has reciprocal agreements with several other states. As a result MWC customers have access to other training programs through these states ETPL systems. Currently the states that have established reciprocal agreements include:

- ☐ Nevada
- ☐ Utah
- ☐ New Mexico

**Denial of application for training provider to be placed on statewide list.**

The decision to deny or remove a training provider from the statewide list is a serious one. The Maricopa Workforce Connections Board and the Arizona Department of Economic Security will be in agreement about non-placement or removal. The denial of a training program is being sent to the provider by email via the AJC web site.

A Training program may be denied or removed from the statewide list for the following reasons:

- ❑ The application is not complete or not submitted within an appropriate time frame. Programs from providers that do not submit required documentation within 30 days of request will be removed.
- ❑ The program does not meet the definition of WIA training services.
- ❑ Performance data is not included with the application or does not meet the minimum performance standard. As some training providers will not have this information, this requirement may be waived for the year of initial eligibility in order to give the training provider time to develop a data system.
- ❑ Training program does not support the demand occupations for the area.
- ❑ The training provider is out of compliance with the Act, regulations, or any agreement executed under WIA.
- ❑ The training provider is not accredited, licensed or certified by the proper agency overseeing training by the organization or loses its accreditation, license or certifications.
- ❑ It is determined that the training provider intentionally supplied inaccurate information.
- ❑ The training provider substantially violated any requirement under WIA.
- ❑ The training provider misrepresented WIA or MWC in any capacity.

**Maricopa County Provider Denial Appeal Process:**

The procedure applies only to the appeals of training providers to Maricopa County Workforce Board, based on the denial of a provider's application for initial listing on the Statewide ETPL.

1. A provider requesting to appeal a decision rendered by Maricopa County Workforce Connections; MWC staff representative, must submit an appeal to the LWIB within thirty (30) days of the issuance of the denial notice. The appeal must be in writing and include a statement of the desire to appeal, specification of the program in question, the reason(s) for the appeal (i.e. ground), and the signature of the appropriate provider official.
2. Upon receipt of appeal letter from the provider, the designated MWC approval authority will schedule a meeting with the appealing provider.
3. The scheduled meeting will allow both parties; MWC representative and the appealing provider to present information to support their position and to request documents relevant to the issue(s) and to be represented. A final decision will not be made at this time.
4. A final decision will be provided to the provider within 60 days of the receipt of the appeal.